

DATE _____

WellCast

Day Planner

Step 1 Record

WRITE DOWN EVERYTHING YOU DO. YES, WE MEAN EVERYTHING.

| | |
|-------|------|
| 7:00 | 2:00 |
| 8:00 | 3:00 |
| 9:00 | 4:00 |
| 10:00 | 5:00 |
| 11:00 | 6:00 |
| 12:00 | 7:00 |
| 1:00 | 8:00 |

Step 2 Analyze

PICK YOUR FIVE BIGGEST
TIME WASTERS, AND
ADD UP THE TIME.

| TIME WASTERS | TIME |
|--------------|-------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |
| 5. _____ | _____ |

+

Step 3 Change

GET THAT TIME BACK!
LIST YOUR PRIORITIES AND
RANK THEM IN ORDER
OF IMPORTANCE.

1. _____
2. _____
3. _____
4. _____
5. _____

